SECNAVINST 5760.16
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SECNAV INSTRUCTION 5760.16

From: Secretary of the Navy
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY (DON) STARBASE-ATLANTIS PROGRAM

Ref: (a) Section 2193b of title 10, United States Code
       (b) DOD Instruction 1025.7 of September 14, 2000
       (c) SECNAVINST 4001.2G

Encl: (1) Definitions
       (2) Starbase-Atlantis Manning Model

1. <u>Purpose</u>. To establish policies, responsibilities, and procedures for executing a math, science, and technology education improvement program under the authority of reference (a) and in accordance with reference (b). This program shall be known as "Starbase-Atlantis" within DON. Starbase-Atlantis programs will be conducted on both Navy and Marine Corps installations.

2. <u>Applicability</u>. This instruction applies to all Active and Reserve Navy and Marine Corps commands.

3. <u>Definitions</u>. Terms used in this instruction are defined in enclosure (1).

4. <u>Background</u>

   a. Starbase-Atlantis is a program designed to serve local community youth by providing training opportunities in mathematics, science, drug demand reduction, problem solving and goal-setting skills. These objectives are accomplished through exciting hands-on activities taught by competent DON staff in a safe, disciplined environment. Navy's core curriculum focuses on fifth grade students from selected schools to attend classes

at Navy/Marine Corps facilities. (Other grade level (K-12) curricula will be considered for development on a case-by-case basis.) The curriculum emphasizes real-world applications of mathematics and science through simulations, experiments and tours of military commands and facilities. Navy and Marine Corps volunteers assist qualified instructors and act as positive role models. Complete lesson plans corresponding to respective state-mandated mathematics and science requirements have been developed for all activities. Program evaluation is based upon pre- and post-test score comparisons and questionnaires returned from students, parents, teachers and volunteers.

     b. The Assistant Secretary of Defense for Reserve Affairs (OASD(RA)) is responsible for monitoring program compliance per reference (b). Starbase-Atlantis currently receives direct funding from OASD for program operations.

5. <u>Objectives</u>. The objectives of the Naval Starbase-Atlantis Program are to:

     a. Provide 25 classroom contact hours of instruction spread over 5 days in math, science and technology to students in the fifth grade who meet the guidelines as required in reference (b). (Other grade levels (K-12) will be considered on a case-by-case base.)

     b. Raise the interest and improve the knowledge and skills of at-risk youth in math, science and technology by exposing them to the technological environments and positive role models found on Navy and Marine Corps military installations.

6. <u>Policy</u>. Per reference (b), Starbase-Atlantis programs may be made available to public school districts, alternative educational providers, private schools or home school students as permitted by resources and local support.

7. <u>Responsibilities</u>

    a. The Secretary of the Navy hereby:

        (1) Designates Commander, Naval Education and Training Command (NETC) as the Starbase-Atlantis Program Manager.

        (2) Delegates authority to NETC to receive non-profit support per references (b) and (c) with authority to further delegate the receipt of non-profit support to a level no lower than the head of the execution activity.

        (3) Delegates authority to NETC to designate a subordinate activity as the execution activity for the Starbase-Atlantis Program.

    b. NETC shall:

        (1) Monitor compliance with this instruction and ensure the execution activity facilitates the exchange of best practices and lessons learned information among Starbase-Atlantis offices, non-profit organizations and school officials supported by the Starbase-Atlantis Program.

        (2) Prepare an annual report for OASD on the Starbase-Atlantis Program as required by reference (b). This annual report, due within 30 days after the end of the fiscal year, will include demographics associated with program delivery (e.g. number and types of students and classes served) and funds expended.

        (3) Audit the Starbase-Atlantis Program for fiscal and real property accountability every 2 years.

        (4) Coordinate facilities and personnel support to Starbase-Atlantis academies and establish a memorandum of understanding/memorandum of agreement as needed.

        (5) Delegate authority to the program execution agent, as appropriate, to accept program support from non-profit and other organizations.

        (6) Ensure support is not accepted from any non-governmental source until that source and the execution agent have entered into a written agreement concerning the terms and conditions for the acceptance of such support.

        (7) Ensure the Starbase-Atlantis Program, per reference (b), will not engage in a contractual relationship for management purposes with a for-profit entity.

        (8) Coordinate the establishment of Starbase-Atlantis sites on Marine Corps installations through the Commandant of the Marine Corps (CMC (MR)). Establishment of sites will be based largely on the availability of personnel and financial resources that can be provided to support this program.

8. Reports. Report control symbol OPNAV 1025-1 has been assigned to the reporting requirement contained in paragraph 7b(2) and is approved for 3 years from the date of this instruction.

                              William A. Navas, Jr.
                              Assistant Secretary of the Navy
                              (Manpower and Reserve Affairs)

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DEFINITIONS

1. <u>At-Risk Youth</u>. Students (Grades K-12) at risk are those who have increased chances of dropping out of or falling behind in school. These characteristics may include:

    a. Being from a single parent household

    b. Having an older sibling who dropped out of high school

    c. Changing schools two or more times other than the normal progression (e.g., from elementary to middle school)

    d. Having grades of C's or lower

    e. Being from a low socio-economic status family

    f. Repeating an earlier grade

2. <u>Class</u>. Within the context of Starbase-Atlantis, a class is a grouping of students. Though normally an established class already in a school setting, this group may not necessarily have been a homogenous entity prior to Starbase-Atlantis instruction; it may be a temporary grouping only for the purpose of assembling for the 25-hour minimum period of Starbase-Atlantis instruction.

3. <u>Classroom Contact Hour</u>. A period of 60 minutes, plus or minus 5 minutes, in which a Starbase-Atlantis instructor is actively involved with students or in which a military member is demonstrating, displaying or teaching students an application of math, science, or technology.

4. <u>DON Components</u>. Navy or Marine Corps activities or installations that want to establish a Starbase-Atlantis office or classroom site and offer Starbase-Atlantis classes.

    5. <u>Non-Profit Organization</u>. A legal entity recognized or chartered by competent state authority and to which the Internal Revenue Service has designated as a 501c(3) tax-exempt organization.

6. <u>Socio-Economic Disadvantaged</u>. Used to describe economic-
ally deprived, poverty stricken, or disadvantaged individuals or
groups.

STARBASE-ATLANTIS MANNING MODEL

Starbase-Atlantis is authorized four full-time paid staff equivalent positions. They are:

1. <u>Director</u>. Develops, organizes and manages day-to-day operations of the Starbase-Atlantis Program. Responsible for liaison with military, community, and business leaders; community relations; personnel; curriculum design; budget submission and execution; staff development; and all other activities of the local program.

2. <u>Deputy Director/Instructor</u>. Assists Director with operations, management, development, and implementation of the Starbase-Atlantis Program. Has a dual function as deputy director and instructor. Provides classroom instruction; maintains records and files; and organizes, manages and prepares classes.

3. <u>Program Coordinator/Instructor</u>. Organizes and manages classrooms; provides classroom instruction; maintains records and files; and organizes, manages and prepares classes.

4. <u>Administrative Assistant</u>. Assists program staff by maintaining records, correspondence, and files; assists in preparing classroom materials and activities as needed.